

State of Alaska FY2003 Governor's Operating Budget

Department of Transportation/Public Facilities Regional Administrative Services Component Budget Summary

Component: Regional Administrative Services

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Component Mission

The mission of this component is to support the department's operations with quality administration in the areas of finance, personnel and payroll.

Component Services Provided

This component funds the day to day operational support for the department in 85 locations throughout the state. It provides support in payroll, personnel, accounts payable, and revenue collection. Functions include, but are not limited to, calculation and payment of payroll, leave accrual and usage tracking and verification, processing of personnel action items, calculation and payment of travel costs, payment of utility, contractor and general vendor invoices, auditing of AMHS sales reports, preparation of the annual AMHS financial report, and processing encumbrances and payments against reimbursable service agreements (RSAs).

Component Goals and Strategies

Provide administrative support that results in the most efficient delivery of department services to the public

- Reduce department exposure to liability lawsuits and grievances by providing guidance to personnel at the regional level
- In consultation with Department of Administration, study payroll processes to provide greater efficiency and accuracy in payroll processing.
- Function as department advocate in performing several major classification studies.
- Bill, collect, and post landing fees for rural airports to assure uninterrupted air service to rural communities.
- Audit ferry terminal sales reports and collect credit card generated revenues.
- Prompt payment of vendor and contractor billings.
- Provide accounting information to department managers to assist them in efficient program operations.
- Work with federal counterparts to incorporate improvements allowing faster collections of federal reimbursements.
- Balance changes that reduce cost against the risks of errors.

Key Component Issues for FY2002 – 2003

The Division will continue to analyze services it provides in an effort to find the most efficient and effective methods of service delivery. Areas currently under review, or in initial stages of implementation include: streamlining of timesheet processing; improved financial monitoring of capital projects; improve the federal draw-down process; permit issuance and payment through the internet; and, implement a pilot project to pay contractors electronically.

Assistance to division managers continues to be difficult when facing increasing federal construction programs, increased reliance on contracted services, continually changing technology, and changing administrative rules for federal indirect cost participation.

Major Component Accomplishments in 2001

- Maintained invoice processing days below the state average throughout the year.
- Implemented efficiencies into the department's indirect cost allocation plan.
- Developed and implemented a database for estimating damages to state property.
- Reduced the percentage of accounts deemed non-collectable.
- Converted to electronic travel authorizations, using on line travel authorization forms and long term travel spreadsheets.

- Successfully tested electronic payments to contractors and other large vendors.
- Implemented new taxable travel compensation system in Central Region.
- Prepared materials for training employees on the technical travel and per diem rules.
- Established a Task Force that identified and implemented recommendations to improve closing Capital Improvement Projects.
- Received no audit findings from the Office of the Inspector General upon completion of their review of department accounting for the AIP funded through FAA.
- Achieved a 1.97% error rate in payroll processing.
- Assisted managers with 432 recruitment efforts.
- Processed 200 classification actions.
- Implemented a mass conversion of GGU leave from sick/annual to personal leave and the health trust conversion.

Statutory and Regulatory Authority

AS 44.42.010-900 State Government

AS 02 Aeronautics

AS 19 Highways and Ferries

AS 35 Public Building, Works and Improvements

Regional Administrative Services

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	3,302.4	3,327.9	3,480.7
72000 Travel	8.9	5.8	5.8
73000 Contractual	140.1	144.0	144.0
74000 Supplies	78.7	71.9	71.9
75000 Equipment	9.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	3,539.1	3,549.6	3,702.4
Funding Sources:			
1004 General Fund Receipts	1,386.5	1,437.6	1,481.9
1005 General Fund/Program Receipts	83.5	155.0	155.0
1007 Inter-Agency Receipts	56.4	0.0	0.0
1026 Highway Working Capital Fund	297.9	296.7	306.2
1027 International Airport Revenue Fund	541.8	539.2	554.4
1053 Investment Loss Trust Fund	29.0	0.0	0.0
1061 Capital Improvement Project Receipts	227.6	231.0	288.7
1076 Marine Highway System Fund	916.4	890.1	916.2
Funding Totals	3,539.1	3,549.6	3,702.4

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	209.7	0.0	0.0	0.0	0.0
Unrestricted Total		209.7	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	56.4	0.0	0.0	0.0	0.0
General Fund Program Receipts	51060	83.5	155.0	155.0	155.0	155.0
Capital Improvement Project Receipts	51200	227.6	231.0	231.0	288.7	288.7
Restricted Total		367.5	386.0	386.0	443.7	443.7
Total Estimated Revenues		577.2	386.0	386.0	443.7	443.7

Regional Administrative Services**Proposed Changes in Levels of Service for FY2003**

NONE

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,592.6	0.0	1,957.0	3,549.6
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	44.3	0.0	59.2	103.5
Proposed budget increases:				
-Add ICAP to maintain regional services	0.0	0.0	49.3	49.3
FY2003 Governor	1,636.9	0.0	2,065.5	3,702.4

Regional Administrative Services

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	67	67	Annual Salaries	2,493,655
Part-time	0	0	COLA	68,465
Nonpermanent	0	0	Premium Pay	46,879
			Annual Benefits	1,056,165
			<i>Less 5.03% Vacancy Factor</i>	(184,464)
			Lump Sum Premium Pay	0
Totals	67	67	Total Personal Services	3,480,700

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	1	1	0	2
Accountant V	0	0	1	0	1
Accounting Clerk I	1	1	3	0	5
Accounting Clerk II	3	3	4	0	10
Accounting Spvr I	2	0	1	0	3
Accounting Spvr II	1	0	1	0	2
Accounting Tech I	6	2	4	0	12
Accounting Tech II	4	2	3	0	9
Accounting Tech III	0	1	0	0	1
Administrative Clerk I	0	0	1	0	1
Administrative Clerk II	0	0	1	0	1
Administrative Clerk III	1	1	1	0	3
Personnel Asst I	1	2	5	0	8
Personnel Asst II	1	1	2	0	4
Personnel Officer II	1	1	0	0	2
Personnel Specialist I	1	1	1	0	3
Totals	22	16	29	0	67